

Opening Date:	July 25, 2008	Closing Date:	August 8, 2008
Job Title:	Human Resources Associate	Position Type:	Regular Full Time
PIN:	000867	FLSA Status:	Non-Exempt
Location:	District 6, Montgomery County Rockville, Maryland	Grade/Entry Salary:	J08 \$32,398 - \$38,476
		Financial Disclosure:	No

Regular State employees are subject to promotion/demotion policy

Essential Functions: This is paraprofessional human resources staff work in the District Court. Employees in this classification are assigned to a district and serve as generalists, reporting directly to the Administrative Clerk and serving as liaison between the Judiciary Human Resources Department and the District 6 employees. Position is responsible for preparing correspondence to job applicants, scheduling interviews, assembling and submitting required Human Resources forms. Advises supervisors, employees and applicants of procedural requirements for processing personnel actions such as new hires, reclassifications, and separations from employment. Maintains confidential employee files, works with Administrative Clerk on confidential projects. Presents and explains information to District 6 employees concerning health benefits and retirement plans, direct deposit, payroll deductions, leave benefits and regulations and any other information related to personnel; travels to various court locations within the district to maximize effectiveness. Communicates with central Human Resources Dept. to accomplish district personnel actions and serves as the conduit for all personnel-related information flowing to and from the district. Maintains and updates a current organization chart for District 6. Coordinates training requests and scheduling of employees for training programs. Distributes and/or posts all informational materials for testing, recruitment, and health programs. Arranges new District employee orientation, distributes and collects employee handbooks, keys, manuals. Makes recommendations to Administrative Clerk concerning employee or supervisor needs and ways to maximize efficiency of personnel action processing within the district. Arranges for employee identification cards and pictures.

Education: High School Diploma or GED.

Experience: Three years of general clerical or administrative experience, one of which involved the application and implementation of human resources procedures, policies, regulations and processing transactions.

Preferred: Experience in Maryland State government Human Resources systems.

Skills/Abilities: Excellent computer skills, proficiency in use of information management systems to maintain and track data and to generate reports. Knowledge of human resources and related practices, policies, procedures, and familiarity with employment law. Excellent communication skills to include correct usage of grammar, spelling, syntax and punctuation. Excellent interpersonal skills including ability to interact with all contacts using tact and patience; ability to maintain confidentiality. Proficiency in the use of a variety of software applications (database, spreadsheet, word processing, e-mail). Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxed applications and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave, Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.